## All Levels Awards and Reports Due Dates As of 21 February 2002

Month	Day	Itam	From	То	Reference	Section	Form	Comments
WOITH	Day	ntem	From	10	Reference	Section	FOIII	Comments
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All	5	Flight Release Logs					99	
All	5	AEO Periodic Update Report	Squad ron		P 15	page 56	Informal	
All	10	Senior Training Report	All	HQ CAP	R 50-17	2-6	STR	Only if updated
All	10	DAE Periodic Update Report	Wing	MER;Squa drons	P 15	page 56	Informal	
All	10	Vehicle usage summary	All	HQ CAP	R 77-1	12.d.2	online (73)	
All	15	DAE Periodic Update Report	Region	MELR;Wing s	P 15	page 56	Informal	
All	20	Operations Monthly Activity Report	All	HQ CAP	R 60-1	2-8	online (18)	
4	1 4			3.6.0	D 005 4	lo.	0.4	
1	1	Chaplain Statistical Report	Chapla ins	Wing Chaplain	R 265-1	8.a	34	Each Chaplain and MLO must submit
1	1	Begin a new Property Document Register	All	n/a	R 67-1	2-1.a	38	
1	1	NCASE Crown Circle nominations	All	HQ CAP	R 280-2	4.c	In P 15	
1	1	Safety Officer of the Year nominations	Squad ron	Wing	R 62-1	5	120	MER Supplement
1	1	Annual Unit Safety Survey	Squad ron	Wing	R 62-1	2.f	R 62-1 Att 4	
1	1	List of authorized Flight Release Officers	Squad ron; Wing	LO	R 60-1	4-9.a.5		
1	1	ES Alert/Resource Report	Wing	HQ CAP	R 60-3	1-4.a.1		Also to local agencies, etc.
1	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
1	1	Quarterly S-5 [Hull Self-Insurance] Report	Wing	HQ CAP;MELR MER;LO	R 900-6 Att 2	3	S-5	
1	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
1	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
1	1	Quarterly S-5 [Hull Self-Insurance] Report	Region		R 900-6 Att 2	3	S-5	
1	5	AE Excellence Award Program Monthly Report	Squad ron	HQ CAP	P 15	page 56	In brochure	Only if participating
1	10	Communications Plans	Wing	HQ CAP;MER	R 100-1 V1	2-2		
1	15	Brewer Awards nominations	Squad ron	Wing	P 15	page 41	25	
1	15	Cadet of the Year nominations	Squad ron	Wing	R 39-3	24.b.2	58	
1	15	Senior Member of the Year nominations	Squad ron	Wing	R 39-3	23.a	Narrative	

	4.5	Communication of the Warn	C	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	D 400 4	1.0 5.4	Niamatica	<u> </u>
1	15	Communicator of the Year	Squad	vving	R 100-1	4-8.b.1	Narrative	
	45	nominations	ron	Mina	V1 R 265-1	10 h	Narrative	
1	15	Squadron Chaplain of the Year nominations	Squad ron	vving	K 205-1	10.b	Narrative	
1	15		Squad	Wing	R 265-1	10.c	Narrative	
l '	13	nominations	ron	vviiig	1 203-1	10.0	Ivaliative	
1	15	Wing AEO Roster		MER	P 15	page 56	In P 15	
1		Annual Wing AE Activity Report		MER;MELR		page 56		
1		MER Consolidated Quarterly Safety		MER	R 62-1	2.b.2	MER	MER Supplement
'	13	Activity report	vviiig	IVIER	IX 02-1	2.0.2	Supp Att	MER Supplement
	4.5	Overstanti Chatian Chatiatian	\	LIO CAD	D 400 4	2.0	1 H-1	
1		Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2		
1	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
1	15	CIST Contact List	Region	HQ CAP	R 60-5	2.b		
1	30	Wing Chaplain Statistical Report	Wing	HQ CAP	R 265-1	8.b	34a	
1		CAP Academic Scholarships applications	All	HQ CAP	R 52-16	4-4	95	
1	31	IACE Applications	All	HQ CAP	R 52-16	4-9.c	31	Requires coupon from CAP News
1	31	Quarterly Finance Report [for prior Quarter]		Wing	R 173-1		173	Required by DEWG Supplement
- 1	24	4	ron	MER	R 62-1	2.0		[Cannot find reference]
1		Wing Safety Officer Roster				2.a	24	[Cannot find reference]
1		National Cadet Special Activity applications		HQ CAP	R 52-16	4-1.b	31	
1	31	Public Affairs Officer's Quarterly	Wing	HQ	P 190-1	4-5	190-1	MER Supplement requires
		Report		CAP;MER				copy to MER
1		Outstanding Unit PAO nomination		HQ CAP	P 190-1	4-7		
1		Region AE Activity Report	Region		P 15	page 56		
1	31	Updated Wings' AEO Rosters	Region	HQ CAP;MELR	P 15	page 56	In P 15	
2	1	Crossfield Teacher of the Year nominations	All	HQ CAP	R 280-2	4.d	In P 15	
2	1	Safety Officer of the Year	Wing	MER	R 62-1	5	120	MER Supplement
		nominations						
2	1	Wing HQ Safety Survey for prior calendar year	Wing	MER	R 62-1	2.f	R 62-1 Att 4	MER Supplement
2	1	Brewer Awards nominations	Wing	MER;MELR	P 15	page 41		
2	1	Draft Annual Wing AE Plan of Action		MER;MELR		page 56		
2		AE Excellence Award Program		HQ CAP	P 15	page 56	In	Only if participating
		Monthly Report	ron				brochure	
2	15	Cadet of the Year nominations		MER	R 39-3	24.b.3	58	
2		Senior Member of the Year nominations		MER	R 39-3	23.b	Narrative	
2	15	Communicator of the Year nominations	Wing	MER	R 100-1 V1	4-8.b.2	Narrative	
2	15	Wing Historian of the Year	Wing	MER	R 210-1	1-7.b		
2		Senior Chaplain of the Year	Wing	MER	R 265-1	10.a	Narrative	
	13	nominations	, villy	IVILIX	1 2001	10.0	, variative	
2	15	Squadron Chaplain of the Year nominations	Wing	MER	R 265-1	10.b	Narrative	
2	15	Moral Leadership Officer of the Year	Wing.	MER	R 265-1	10.c	Narrative	
	l 13	Imoral Leadership Officer of the Teal	vvirig	Intro I	11 200 1	10.0	Indirative	l

2   15   Feedback on Draft Annual Wing AE   Region   Wings   P   15   Page 56			nominations						
Plans of Action	2			Region	Wings	P 15	page 56		
Action			Plans of Action				<u> </u>		
1   Daedalian Flight Scholarships   All   HQ CAP   R 52-16   4-3   95   applications   applications   All   HQ CAP   R 52-16   4-3   95   applications   applications   All   HQ CAP   R 67-1   3-12   S-3   Allows time for Wing   All   Annual Wing AE Plan of Action   Wing MER;MELR   P 15   page 56   Allows time for Wing   HQ CAP   R 62-1   6   Safety nominations   All   Allows time for Wing   HQ CAP   R 62-1   6   Safety Officer of the Year   Region MELR   P 15   page 56   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   3   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1   4   Allows time for Wing   HQ CAP   R 62-1	2	15		Region	MELR	P 15	page 56		
applications   appl			Action						
applications   appl	•		D 1 " " " " " 1 1 1 1 1 1 1 1 1 1 1 1 1			D 50 10	14.0	lo.=	
	3		applications						
1   Certificate of Achievement [for Unit Safety] nominations   Safety] nominations   Region MELR   P 15   page 56	3	1	Annual S-3 [Equipment] Reports		Wing	R 67-1	3-12	S-3	
Safety  nominations	3	1	Annual Wing AE Plan of Action	Wing	MER;MELR	P 15	page 56	•	
3	3	1		Wing	HQ CAP	R 62-1	6		
1   Paul W. Turner Safety Award   Region   HQ CAP   R 62-1   3     1   Region Safety Award   Region   n/a   R 62-1   4     1   Region Safety Officer of the Year   Region   HQ CAP   R 62-1   5     1   Safety Officer of the Year   Region   HQ CAP   R 62-1   5     1   Safety Officer of the Year   Region   HQ CAP   R 280-2   4.b.2.b   25     3   1   Brewer Awards nominations   Region   HQ CAP   R 280-2   4.b.2.b   25     3   1   Brewer Awards nominations   Region   HQ CAP   R 280-2   4.b.2.b   25     3   15   Annual Squadron Equipment   Regularements List   Regularements   Regularements List   Regularements   Regularements List   Regularements   Regulareme	3	1		Region	MELR	P 15	page 56	ı	
1   Region Safety Award   Region   N/a   R 62-1   4			Paul W. Turner Safety Award			R 62-1			
3	3	1		Region	n/a	R 62-1	4		
nominations									
S									
Monthly Report	3	1	Brewer Awards nominations	Region	HQ CAP	R 280-2	4.b.2.b	25	
3	3				HQ CAP	P 15	page 56		Only if participating
3	3		Annual Squadron Equipment	Squad	Wing	R 67-1	3-5		
3   15   Cadet of the Year nominations   Region   HQ CAP   R 39-3   24.b.4   58     3   15   Senior Member of the Year nominations   Region   HQ CAP   R 39-3   23.c   Narrative nominations     3   15   Communicator of the Year nominations   Region   HQ CAP   R 100-1   4-8.b.3   Narrative     3   15   Squadron Chaplain of the Year nominations   Region   HQ CAP   R 265-1   10.d   Narrative     3   15   Senior Chaplain of the Year nominations   Region   HQ CAP   R 265-1   10.d   Narrative     3   15   Senior Chaplain of the Year nominations   Region   HQ CAP   R 265-1   10.d   Narrative     3   15   Moral Leadership Officer of the Year nominations   HQ CAP   R 265-1   10.d   Narrative     3   31   Annual Charter Review   Wing   HQ CAP   R 20-3   10.b     4   1   List of authorized Flight Release Officers   Squad ron;   Wing   HQ CAP   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Wing   HQ CAP; MELR   Att 2   MER; LO   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Hull Self-Insurance]   Region   MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 60-1   4-9.a.5     5   CAP; MELR   R 60-1   4-9.a.5   CAP; MELR   R 60-1   4-9.a.5     6   CAP; MELR   R 60-1   4-9.a.5   CAP; MELR   R 60-1   4-9.a.5     7   CAP; MELR   R 60-1   4-9.a.5   CAP; MELR   R 60-1   4-9.a.5	3	15		Region	MELR	P 15	page 56	I	
3   15   Senior Member of the Year nominations   Region   HQ CAP   R 39-3   23.c   Narrative									
15   Communicator of the Year   Region   HQ CAP   R 100-1   V1   4-8.b.3   Narrative   Narrative   V1   1.   List of authorized Flight Release   CAP; MELR   Region   HQ CAP   R 205-1   10.d   Narrative   Narr							23.c	Narrative	
15   Squadron Chaplain of the Year nominations   Region HQ CAP   R 265-1   10.d   Narrative	3		Communicator of the Year	Region	HQ CAP		4-8.b.3	Narrative	
15   Senior Chaplain of the Year   Region   HQ CAP   R 265-1   10.d   Narrative   Noral Leadership Officer of the Year   Region   HQ CAP   R 265-1   10.d   Narrative   Narr	3		Squadron Chaplain of the Year	Region	HQ CAP		10.d	Narrative	
3   15   Moral Leadership Officer of the Year nominations   Region   HQ CAP   R 265-1   10.d   Narrative nominations     3   31   Annual Charter Review   Wing   HQ CAP   R 20-3   10.b     4   1   List of authorized Flight Release Officers   Squad ron; Wing   HQ CAP   R 60-1   4-9.a.5     4   1   Quarterly S-5 [Aircraft] Report   Wing   HQ CAP; MELR MER; LO     4   1   Quarterly S-5 [Hull Self-Insurance]   Wing HQ CAP; MELR Att 2   S-5     5   CAP; MELR MER; LO   R 60-1   4-9.a.5     6   4   1   List of authorized Flight Release Officers   Region   MELR   R 60-1   4-9.a.5     6   4   1   Quarterly S-5 [Aircraft] Report   Region   HQ CAP; MELR   R 67-4   4-3   S-5     6   CAP; MELR   R 67-4   4-3   S-5     7   CAP; MELR   R 67-4   4-3   S-5     8   CAP; MELR   R 67-4   4-3   S-5     9   CAP; MELR   R 67-4   4-3   S-5     1   Quarterly S-5 [Hull Self-Insurance]   Region   HQ CAP; MELR   R 67-4   4-3   S-5     1   Quarterly S-5 [Hull Self-Insurance]   Region   HQ CAP; MELR   R 67-4   4-3   S-5     1   Quarterly S-5 [Hull Self-Insurance]   Region   HQ CAP; MELR   R 67-4   Att 2   S-5     1   CAP; MELR   R 67-4   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2   S-5     1   CAP; MELR   Att 2   S-5   CAP; MELR   Att 2	3		Senior Chaplain of the Year	Region	HQ CAP	R 265-1	10.d	Narrative	
3   31   Annual Charter Review   Wing   HQ CAP   R 20-3   10.b	3	15	Moral Leadership Officer of the Year	Region	HQ CAP	R 265-1	10.d	Narrative	
4         1         List of authorized Flight Release Officers         Squad ron; Wing         LO ron; Wing         R 60-1         4-9.a.5           4         1         Quarterly S-5 [Aircraft] Report         Wing HQ CAP; MELR MER; LO         R 67-4         4-3         S-5           4         1         Quarterly S-5 [Hull Self-Insurance] Report         Wing HQ CAP; MELR MER; LO         R 900-6         3         S-5           4         1         List of authorized Flight Release Officers         Region MELR         R 60-1         4-9.a.5           4         1         Quarterly S-5 [Aircraft] Report         Region HQ Report         R 67-4         4-3         S-5           4         1         Quarterly S-5 [Hull Self-Insurance] Region HQ Report         R 8900-6         3         S-5           4         1         Quarterly S-5 [Hull Self-Insurance] Region HQ Report         R 900-6         3         S-5	3	31		Wina	HQ CAP	R 20-3	10.b		
Officers									
4         1         Quarterly S-5 [Aircraft] Report         Wing         HQ CAP;MELR MER;LO         R 67-4         4-3         S-5           4         1         Quarterly S-5 [Hull Self-Insurance] Report         Wing HQ CAP;MELR MER;LO         R 900-6 Att 2         3         S-5           4         1         List of authorized Flight Release Officers         Region MELR         R 60-1         4-9.a.5           4         1         Quarterly S-5 [Aircraft] Report         Region HQ CAP;MELR         R 67-4         4-3         S-5           4         1         Quarterly S-5 [Hull Self-Insurance] Region HQ CAP;MELR         R 900-6 Att 2         3         S-5	4	1		ron;	LO	R 60-1	4-9.a.5		
Report  CAP;MELR MER;LO  Att 2  MER;LO  List of authorized Flight Release Officers  Region MELR  Region MELR  Region HQ CAP;MELR	4	1	Quarterly S-5 [Aircraft] Report		CAP;MELR MER;LO		4-3	S-5	
Officers  4 1 Quarterly S-5 [Aircraft] Report Region HQ CAP;MELR  4 1 Quarterly S-5 [Hull Self-Insurance] Region HQ R 900-6 Report Region HQ R 900-6 S S-5 CAP;MELR	4			Wing	CAP;MELR		3	S-5	
CAP;MELR   CAP;MELR   4 1 Quarterly S-5 [Hull Self-Insurance] Region HQ R 900-6 3 S-5   Report   CAP;MELR Att 2	4	1		Region	MELR	R 60-1	4-9.a.5		
4 1 Quarterly S-5 [Hull Self-Insurance] Region HQ R 900-6 3 S-5 Report CAP;MELR Att 2	4	1		Region		R 67-4	4-3	S-5	
	4			Region	HQ		3	S-5	
	4		AE Excellence Award Program	Squad		P 15	page 56	In	Only if participating

Monthly Report ron Begion HQ CAP R 100-1 2-2 V1	
4 15 AFA Award to Outstanding CAP Cadets  4 15 AFSA Award to Outstanding CAP All AFSA R 39-3 32  Cadet NCO of the Year  4 15 Annual Consolidated Wing Requirements List  4 15 Annual S-3 [Equipment] Reports Wing LO R 67-1 3-12.f S-3  4 15 MER Consolidated Quarterly Safety Wing MER R 62-1 2.b.2 MER MER Supplem	
4 15 AFSA Award to Outstanding CAP Cadet NCO of the Year  4 15 Annual Consolidated Wing Requirements List  4 15 Annual S-3 [Equipment] Reports Wing LO R 67-1 3-12.f S-3  4 15 MER Consolidated Quarterly Safety Wing MER R 62-1 2.b.2 MER MER Supplem	
4 15 Annual Consolidated Wing Requirements List 4 15 Annual S-3 [Equipment] Reports Wing LO R 67-1 3-5.a 4 15 MER Consolidated Quarterly Safety Wing MER R 62-1 2.b.2 MER MER Supplem	
4 15 Annual S-3 [Equipment] Reports Wing LO R 67-1 3-12.f S-3 4 15 MER Consolidated Quarterly Safety Wing MER R 62-1 2.b.2 MER MER Supplem	
4 15 MER Consolidated Quarterly Safety Wing MER R 62-1 2.b.2 MER MER Supplem	
Activity report Supp Att	ent
4 15 Quarterly Station Statistics Wing HQ CAP R 100-1 3-2 H-1	
4 15 Annual S-3 [Equipment] Reports Region MELR R 67-1 3-12.a,f S-3	
4 15 Quarterly Station Statistics Region HQ CAP R 100-1 3-2 H-1	
4 30 Quarterly Finance Report [for prior Squad Wing R 173-1 173 Required by D Quarter] Supplement	∃WG
4 30 Public Affairs Officer's Quarterly Wing HQ P 190-1 4-5 190-1 MER Supplem CAP;MER	ent requires
4 30 Wing PAO Roster Wing HQ CAP P 190-1 4-5	
5   5 AE Excellence Award Program   Squad   HQ CAP   P 15   page 56 In   Only if participation   brochure	ating
6 5 AE Excellence Award Program Squad HQ CAP P 15 page 56 In Only if participation of the brochure of the broc	ating
6 30 Annual inventory of real estate and Squad Wing R 87-1 6 facilities	
6 30 Annual inventory of real estate and squad wing R 87-1 6 facilities 6 30 Annual inventory of real estate and wing n/a R 87-1 6 facilities	
6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  Region n/a R 87-1 6	
6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Prior Calendar Year Wing History CAP;MER R 87-1 6 R 87-1 6 R 87-1 6 R 87-1 6	
6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Prior Calendar Year Wing History  Wing HQ  R 87-1  6  R 87	
6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Prior Calendar Year Wing History  6 30 Prior Calendar Year Region History  7 Region Re	
6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Annual inventory of real estate and facilities  6 30 Prior Calendar Year Wing History  6 30 Prior Calendar Year Region History  7 1 Chaplain Statistical Report  Chapla Wing R 87-1	and MLO
6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Prior Calendar Year Wing History CAP;MER 6 30 Prior Calendar Year Region History Region HQ CAP R 210-1 1-4.b Narrative CAP;MER 7 1 Chaplain Statistical Report Chapla Wing IR 265-1 8.a 34 Each Chaplain Statistical Report Chaplain R 52-16 3-4.c Representatives	and MLO
6 30 Annual inventory of real estate and facilities	and MLO
6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Prior Calendar Year Wing History 6 30 Prior Calendar Year Region History 7 Appointment of Wing CAC Representatives 7 Appointment of Wing CAC Representatives 7 Appointment of Wing CAC Squad Representatives 8 Application of Wing CAC Representatives 9 Application of Wing	and MLO
6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Prior Calendar Year Wing History 6 30 Prior Calendar Year Wing History CAP;MER 6 30 Prior Calendar Year Region History Region HQ CAP R 210-1 1-4.b Narrative CAP;MER 7 1 Chaplain Statistical Report Chapla ins Chaplain Chaplain Chaplain R 265-1 8.a 34 Each Chaplain Chaplain R 265-1 8.a 3-4.c Representatives  7 1 List of authorized Flight Release Officers Officers Ving MER R 265-1 8.a 3-4.c Ving R 265-1 8.a	and MLO
6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Annual inventory of real estate and facilities 6 30 Prior Calendar Year Wing History 6 30 Prior Calendar Year Region History CAP;MER 6 30 Prior Calendar Year Region History Region HQ CAP R 210-1 1-4.b Narrative CAP;MER 7 1 Chaplain Statistical Report Chapla ins Chaplain Chaplain Chaplain R 265-1 8.a 34 Each Chaplain Chaplain R 52-16 3-4.c Representatives CHAPLA Wing R 52-16 3-4.c Representatives CHAPLA Wing R 60-1 4-9.a.5 Officers Ving MER R 10 P 15 Page 56 In P 15 D 1 Appointment of Region CAC Wing MER R 52-16 3-4.c	and MLO

		Report		CAP;MELR MER;LO	Att 2			
7	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5	<u> </u>	
7	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
7	1	Wing Historian of the Year Award nominations		HQ CAP	R 210-1	1-7.b		
7		Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
7	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
7	15	Request to Change Wing Dues	Wing	HQ CAP	R 39-2	4-5		After MER/CC approval
7		Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
7	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
7	30	American Legion Award to Outstanding Squadron	Wing	American Legion	R 39-3	30		
7	30	Wing Chaplain Statistical Report	Wing	HQ CAP	R 265-1	8.b	34a	
7	31	Quarterly Finance Report [for prior Quarter]	Squad ron	Wing	R 173-1		173	Required by DEWG Supplement
7	31	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
7	31	Updated Wings' AEO Rosters	Region	HQ CAP;MELR	P 15	page 56	In P 15	
8	15	DDR End of Year Report	Squad	Wing	P 55	3-4.e		Only if funds received
		·	ron					
8		DDR Initiatives Program Application [Funding Request]	ron Squad ron	Wing	P 55	3-4.c		Only if funds requested
8	15	DDR Initiatives Program Application	Squad	Wing	P 55 R 87-1	3-4.c 6.a.2	S-6	Only if funds requested  Allows time for processing by LO
	15 15	DDR Initiatives Program Application [Funding Request]	Squad ron	_			S-6	Allows time for processing
8	15 15 31	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report	Squad ron Wing Wing	LO HQ CAP	R 87-1	6.a.2 3-4.e	S-6	Allows time for processing by LO Only if funds received
8 8	15 15 31	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request]	Squad ron Wing Wing	LO HQ CAP	R 87-1 P 55	6.a.2 3-4.e		Allows time for processing by LO Only if funds received Only if funds requested
8	15 15 31 1 15	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report	Squad ron Wing Wing Wing Wing	LO HQ CAP HQ CAP	R 87-1	6.a.2 3-4.e 3-4.c 12.b.4.c	S-2	Allows time for processing by LO Only if funds received Only if funds requested Allows time for processing by LO
8 8	15 15 31 1 15	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request]	Squad ron Wing Wing Wing Region	HQ CAP LO MELR	R 87-1 P 55	3-4.c 3-4.c 12.b.4.c	S-2 S-2	Allows time for processing by LO Only if funds received Only if funds requested Allows time for processing
8 8 9 9	15 15 31 1 15 15	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-6 [Real Property] Report	Squad ron Wing Wing Wing Wing	HQ CAP LO MELR	R 87-1 P 55 P 55 R 77-1 R 77-1 R 87-1	3-4.e 3-4.c 12.b.4.c 12.b.4.c	S-2 S-2 S-6	Allows time for processing by LO Only if funds received Only if funds requested Allows time for processing by LO Allows time for processing by LO
8 8 9 9	15 15 31 1 15 15	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-2 [Vehicle] Report	Squad ron Wing Wing Wing Region	HQ CAP LO MELR	R 87-1 P 55 P 55 R 77-1 R 77-1	3-4.c 12.b.4.c 12.b.4.c 6.a.1 5.f	S-2 S-2	Allows time for processing by LO Only if funds received Only if funds requested Allows time for processing by LO Allows time for processing
8 8 9 9	15 15 31 1 15 15 15 30 30	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-2 [Vehicle] Report  Annual S-6 [Real Property] Report  Next Fiscal Year Budget  Next Fiscal Year CD Admin Funds Budget	Squad ron Wing Wing Wing Region Wing Wing Wing	HQ CAP LO MELR MELR n/a	R 87-1 P 55 P 55 R 77-1 R 77-1 R 87-1	3-4.e 3-4.c 12.b.4.c 12.b.4.c	S-2 S-2 S-6	Allows time for processing by LO Only if funds received  Only if funds requested  Allows time for processing by LO Allows time for processing by LO  Prepared by Finance Committee CDO to Finance Committee to Region
8 8 9 9 9	15 15 31 1 15 15 15 30 30	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-2 [Vehicle] Report  Annual S-6 [Real Property] Report  Next Fiscal Year Budget  Next Fiscal Year CD Admin Funds	Squad ron Wing Wing Wing Region Region Wing	HQ CAP LO MELR MELR n/a	P 55 P 55 R 77-1 R 77-1 R 87-1 R 173-2	3-4.c 12.b.4.c 12.b.4.c 6.a.1 5.f	S-2 S-2 S-6	Allows time for processing by LO Only if funds received Only if funds requested Allows time for processing by LO Allows time for processing by LO Prepared by Finance Committee CDO to Finance Committee
8 8 9 9 9 9	15 15 31 1 15 15 15 30 30	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-2 [Vehicle] Report  Annual S-6 [Real Property] Report  Next Fiscal Year Budget  Next Fiscal Year CD Admin Funds Budget	Squad ron Wing Wing Wing Region Wing Wing Wing	HQ CAP LO MELR MELR n/a	R 87-1 P 55 R 77-1 R 77-1 R 87-1 R 173-2 R 173-2	3-4.c 12.b.4.c 12.b.4.c 6.a.1 5.f	S-2 S-2 S-6 174 (?)	Allows time for processing by LO Only if funds received  Only if funds requested  Allows time for processing by LO Allows time for processing by LO  Prepared by Finance Committee CDO to Finance Committee to Region Prepared by Finance
8 8 9 9 9 9	15 15 31 1 15 15 15 30 30	DDR Initiatives Program Application [Funding Request] Annual S-6 [Real Property] Report  DDR End of Year Report  DDR Initiatives Program Application [Funding Request] Annual S-2 [Vehicle] Report  Annual S-2 [Vehicle] Report  Annual S-6 [Real Property] Report  Next Fiscal Year Budget  Next Fiscal Year CD Admin Funds Budget	Squad ron Wing Wing Wing Region Wing Region Region Region Region	HQ CAP LO MELR MELR n/a	R 87-1 P 55 R 77-1 R 77-1 R 87-1 R 173-2 R 173-2	3-4.c 12.b.4.c 12.b.4.c 6.a.1 5.f	S-2 S-2 S-6 174 (?)	Allows time for processing by LO Only if funds received  Only if funds requested  Allows time for processing by LO Allows time for processing by LO  Prepared by Finance Committee CDO to Finance Committee to Region Prepared by Finance

		Assessment						
10	1	List of authorized Flight Release Officers	Squad ron; Wing	LO	R 60-1	4-9.a.5	,	
10	1	Annual S-7 [Vehicle Self-Insurance] Report	Wing	HQ CAP	R 900-7	4.b	S-7	Reg outdated: says to CAP- USAF
10	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
10	1	Quarterly S-5 [Hull Self-Insurance] Report	Wing	HQ CAP;MELR MER;LO		3	S-5	
10	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
10	1	Annual S-7 [Vehicle Self-Insurance] Report	Region	HQ CAP	R 900-7	4.b	S-7	Reg outdated: says to CAP- USAF
10	1	Quarterly S-5 [Aircraft] Report	Region	CAP;MELR	R 67-4	4-3	S-5	
10	1	Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
10	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
10	15	Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
10	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
10	20	Report of prior Fiscal Year financial transactions	Squad ron	n/a	R 173-1	2.c.8	173	Finance Officer to Finance Committee
10	31	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
10	31	Wing PAO Roster	Wing	HQ CAP	P 190-1	4-5		
11	1	Annual Unit Financial Report for Fiscal Year	Squad ron	Wing	R 173-1	10	173	
11	1	Annual Report of State Appropriations	Wing	HQ CAP	R 173-2	5.k	RCS No.	CAP-Y2
11	15	Submit Region Staff College information for CAP News	Region	HQ CAP	R 50-17	6-3.d.2		
11	30	USAF Academy Prep School applications	All	HQ CAP	R 52-16	4-5		
12	1	ES Alert/Resource Report	Squad ron	Wing	R 60-3	1-4.a.1		Allows time for Wing processing
12	1	Report on Annual Wing AE Plan of Action	Wing	MER	P 15	page 56		
12	1	Report on Annual Region AE Plan of Action	Region	MELR	P 15	page 56		
12	15	Annual Squadron AE Activity Report	Squad ron	Wing	P 15	page 56	In P 15	
12	31	National Cadet Special Activity applications	Squad ron	Wing	R 52-16	4-1.b	31	
12	31	Wing Consolidation of Unit Financial Records		HQ CAP	R 173-2	5.j.4	173-2c	

12		Annual Audited Financial Statements	Wing	HQ CAP	R 173-2	5.j.1	
12	31	IRS Tax Form 990 & Schedules	Wing	HQ CAP	R 173-2	5.j.2,3	
12	31	Inclusion/Exclusion Letter for CAPF 173-2c	Wing	HQ CAP	R 173-2	5.j.5	R 173-2 Att 7
12	31	Wing Authorization Letter for IRS Form 990	Wing	HQ CAP	R 173-2	5.j.6	R 173-2 Att 5
12		Annual Audited Financial Statements	Region	HQ CAP	R 173-2	4.h.1	
12	31	IRS Tax Form 990 & Schedules			R 173-2	4.h.2,3	
12	31	Region Authorization Letter for IRS Form 990	Region	HQ CAP	R 173-2	4.h.4	R 173-2 Att 6